

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



**AIR FORCE MANUAL 23-110, VOLUME II,
PART THIRTEEN, CHAPTER 1**

**341 SPACE WING
Supplement 1**

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Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES**

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The OPR for this supplement is DCSI SBSS (Mrs. Kim Budzienski). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume II, Part Thirteen, Standard Base Supply Customer's Procedures**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-332, Vol 4).

SUMMARY OF REVISIONS

This revision deletes references to Individual Equipment, updates phone numbers and office symbols (**Attachment 1A4 (Added)**.) and advises the location of management products (paragraph 7.3). A bar (|) indicates a revision from the previous edition.

| 1.10.5.1. Local DRMO withdrawal procedures are as follows:

- a. Customers authorized withdrawals are identified in writing to DCSI SBSS/LGRSC (Customer Service).
- b. Customers provide DRMS Form 103 (obtained from DRMO) to Customer Service.
- c. If property is EAID accountable authorization is obtained from the equipment management representative prior to processing.
- d. Upon processing the customer signs the completed supply document and carries it to DRMO for property pickup.

Attachment 1A4 (Added).

CUSTOMER QUICK REFERENCE

Office	Office Symbol	Phone Number
Program Manager	LGSPM	6040
Policies and Procedures	LGRSP	6062
Management & Systems		
Customer Service & Training	LGRSC	6009
Demand Processing/Research/Records Maintenance	LGRSD	6071
MICAP/Requirements	LGRSR	6055
Equipment Liaison	LGRSE	6049
Document Control/Inventory	LGRSI	6079
Missile Material Control	LGRSM	3986
Bench Stock/Repair Cycle	LGRSB	6442
Computer Operations	LGRSS	6066
Material Management		
Receiving/Inspection	LGRDMR	6575
Storage & Issue	LGRDMS	6496
Mobility	LGRDMW	6573
Hazmart	LGRDMH	6680
Pickup & Delivery	LGRDMP	6965
Fuels Management	LGRF	4324
Functional Director	341 LRS/LGRD	6042
QAE	341 LRS/LGRDM	6081
Stock Fund Manager	341 LRS/LGRDM	6060
Regional Supply – Peterson AFB, CO		
MICAP	LGSPM	834-4159
Equipment Management	LGSPE	834-9424

2.5.3. Receiving/Inspection provides serial numbers for DRMO transfers.

3.4.14.4. Use RSA if no other SRD is available.

3.7.1. Unit bench stock monitors input routine replenishment requests.

3.16.1. Customer Service is the point of contact for DRMO withdrawals.

4.5.1. Equipment turn-in requests are not accepted by phone.

4.6.3. Receiving/Inspection provides serial numbers for DRMO transfers.

Attachment 4A1.

Table 4A1.1. Receiving/Inspection provides serial numbers for DRMO transfers.

5.4. Contact MICAP for MICAP due-out updates; contact Customer Service for all others.

5.6.5. Contact MICAP for MICAP due-out updates; contact Customer Service for all others.

| 7.3. Management products are available at the Regional Supply website ebasesupply.com.

7.7.3. Contact MICAP for MICAP due-out updates; contact Customer Service for all others.

8.3.3.2. Contact Customer Service for non-EAID equipment requests.

| 8.26.6.1. Indicate by a memorandum what publications are accessible electronically.

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